

Sample Voicemail Message

“Good evening -----, this is -----, your classmate from Tufts.

I’m calling to ----- (*ex: on behalf of Tufts to encourage your participation again this year in the annual fund / encourage you to attend Reunion Weekend, April XX-XX, and to ask for your support of Tufts through the annual fund*).

Your participation in the annual fund is critical to Tufts’ success....
(*reunioners: ...and your participation will help show our class spirit on the occasion of our xxth Reunion.*)

I am sorry we aren’t able to connect by in person, but I will drop a note in the mail or by email to follow up. I would welcome the opportunity to talk further so please don’t hesitate to call me back at xxx-xxx-xxxx.

Thank you again and I hope to see you (*soon / at Reunion!*)”



Follow up by writing a brief note to enclose with a pledge card and possibly a Reunion Weekend brochure or schedule, if applicable. See “Sample Note or Email for ‘No Answer’ Calls” in this handbook for suggested language.